

TRACYLYN STEPHANIE B. TAC-AN

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OBJECTIVE To obtain a special education teaching position where I can maximize my skills and extensive experience and utilize my strong passion for children's development and educational needs.

EDUCATION

2006-2010 **ST. SCHOLASTICA'S COLLEGE MANILA**
Bachelor of Elementary Education degree in Special
Education, March 2010

WORK EXPERIENCES

March 2019 – June 2021 **SPECIAL EDUCATION AND PRESCHOOL TEACHER**

Duties and Responsibilities

- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills
- Establish and enforce rules for behavior, and procedures for maintaining order
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development
- Prepare materials and classrooms for class activities

April 2018 – February 2019 **SHADOW TEACHER, QUEZON CITY PHILIPPINES**

Duties and Responsibilities

- Teaches and guiding a 3 year old boy with Autism assigned in Nursery regular classroom
- Instructs the student on life skills, speech and occupational therapy.
- Encouraging him to build a good relationship with the other students to improve his social skills.
- Maintains accurate daily progress notes, data collection, attendance records and completes all paperwork in a timely manner
- Sets up and maintains appropriate learning environment

June 2014 – July 2017 **PRIVATE SPECIAL EDUCATION TEACHER AND SHADOW TEACHER, UNITED ARAB EMIRATES**

Duties and Responsibilities

- Teaches a 9 year old boy with Down Syndrome assigned in Year 3 regular classroom.

- Prepares and implements weekly lesson plans specifically designed for the student's needs.
- Helps student in identifying and overcoming academic obstacles that are hindering his development especially in English through follow-up one-on-one sessions at home.
- Instructs the student on life skills, speech and occupational therapy.
- Creates long and short term goals for the student based upon observations and assessment.
- Creates and administers tests and evaluations adapted to the abilities of the student.
- Keeps accurate records of the student's academic performance and social development.
- Writes and reviews student progress reports.
- Engages in regular dialogue with parents, teachers, and therapists to ensure student success inside and outside the classroom.

May 2010- March 2014 SPECIAL EDUCATION TEACHER AND CLASS ADVISER, WESTDRIVE EDUCATIONAL FOUNDATION, INC., PHILIPPINES

Duties and Responsibilities

- Teaches English, Science, Art, Music, and Physical Education in a mainstreamed class, Grade 1
- Teaches Filipino and Araling Panlipunan in a mainstreamed classes, Grades 2 and 3
- Creates and implements lesson plan for pull-out and one-on-one sessions for class of first-grade students with Autism and speech delay.
- Assesses and reports students' learning and skills

PROFESSIONAL DEVELOPMENTS/ TRAININGS

August 2009	MULTIPLE INTELLIGENCES: DIFFERENT STROKES FOR DIFFERENT FOLKS St. Scholastica's College Manila
	INTEGRATED CURRICULUM SEMINAR AND WORKSHOP St. Scholastica's College Manila
August 2008	STORY TELLING AND STORY READING St. Scholastica's College Manila

SPECIAL STUDY PROJECTS

March 2010	SOCIAL SKILLS OF CHILDREN WITH MILD MENTAL RETARDATION IN A SPECIAL EDUCATION SETTING AND IN AN INCLUSIVE SETTING
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SPECIAL SKILLS

- Passionate in teaching and guiding children in different settings
- Knowledgeable in Microsoft Office, PowerPoint, Publisher, Movie Maker, Pages, Keynote, and iMovie
- Knowledgeable of developmental practices and educational theories

- Capable of theater acting and dancing
- Outstanding interpersonal communication – parent and student oriented.
- Demonstrates versatility in teaching methods.

AREAS OF EXPERTISE

- Behaviour management
- Individual education plans
- Assessment procedures
- Behaviour intervention
- Class management

CHARACTER REFERENCES

Available upon request.